



Arkansas Department of Health and Human Services

Division of Youth Services

Policy No. 2-03.3 Pages: 2 Manual: RESIDENTIAL OPERATIONS

SUBJECT: Education Intake/Processing EFFECTIVE DATE: 08/09/06

CHAPTER: Education ATTACHMENTS: _____

REFERENCE: Individuals with Disabilities Education Act (IDEA) AUTHORIZED BY: J. Kenneth Hales

I. POLICY:

The Division of Youth Services (DYS) and its facility operators shall ensure the expedient provision of education services, to include special education screening, academic assessment, vocational interest assessment, transcript evaluation, psycho-educational testing, academic planning, and appropriate placement for all juveniles committed to DYS.

II. APPLICATION:

Facility directors, education directors, education personnel, unit supervisors, case managers, intake teachers, and all unit personnel

III. DEFINITIONS:

- A. Educational intake: The overall process by which information is collected to determine the appropriate placement and provision of services necessary to meet each juvenile's educational needs.
- B. Educational assessment: The process of evaluating the individual academic strengths, weaknesses, problems, and needs, from which an Academic Improvement Plan (AIP) and Individual Education Plan (IEP), if necessary, can be developed in order to meet each juvenile's educational needs.
- C. Educational services: The provision of academic activities designed to address educational deficits and re-orient juveniles to the school process prior to enrollment.

IV. PROCEDURES:

A. Education Assessment and Records Requests

- 1. Every juvenile shall be involved in educational services not later than the next business day, following their initial placement after commitment, at any DYS contracted facility.
- 2. Prior to school enrollment, education personnel shall review all available school records
- 3. If school records are not available, the education personnel shall submit documentation of requests for academic records and or special education records.
- 4. Educational records shall include, but not be limited to, the following:
 - a. immunization records
 - b. birth certificates
 - c. transcripts,
 - d. TABE (Test of Adult Basic Education)
 - e. KUDER (Vocational interest inventory)
 - f. PLATO fast track assessment
 - g. Special Education Self-reporting Questionnaire,
 - h. IEP (Individual Education Plan) for Special Education students
 - i. AIP (Academic Improvement Plan)
 - j. Vision and hearing screening.

B. Juvenile Psychological Assessments

- 1. A vision screening and hearing screening must be completed prior to psychological testing:
- 2. A licensed psychologist shall administer the standard battery of psychological and educational tests to each juvenile committed to DYS.

3. A report of the findings and interpretations of the standard battery of tests will be submitted to DYS with twenty-one (21) days and considered in the juvenile's educational placement decision.
- C. Education Placement
1. Following the evaluation of academic records and the educational assessment, recommendations will be made for the juvenile's placement in one of the following:
 - a. Regular Education – Any juvenile determined not to be in need of Special education services after the evaluation of academic records and completion of the educational assessment by DYS.
 - b. Special Education – Any juvenile determined to be in need of special education services after the evaluation of academic records and completion of the educational assessment by DYS.
 - c. Adult Education (GED) – Any juvenile determined to be eligible for adult education services by the Arkansas Department of Workforce Education and DYS.
 2. Following determination of the appropriate education placement, a class schedule will be determined for the juvenile.
 3. Special Education shall be provided as prescribed by the current IEP in accordance with the Individuals with Disabilities Education Act (IDEA) and the Arkansas Department of Education.
- D. DYS and its facility operators, as designated, shall transfer all appropriate education information to the juvenile's permanent file and corresponding DYS electronic data base.